




DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

APR 07 1999

MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM: Theodore N. Carter 
Deputy Assistant Secretary (Management Operations)

SUBJECT: Treasury/SBA Memorandum of Understanding

I am pleased to announce that Secretary Rubin recently signed a Memorandum of Understanding with SBA Administrator Alvarez which identifies specific strategies Treasury will take to increase the participation of women-owned small businesses (WOSB) in prime and subcontracting opportunities throughout Treasury.

Since 1994, Treasury has met or exceeded the five percent contracting goal for WOSB established by the Federal Acquisition Streamlining Act of 1994 (P.L. 103-355) (FASA). While Treasury has been successful in achieving this goal, the Federal government, as a whole, has not. In an effort to realize this goal, SBA has asked all agencies to enter into an MOU which outlines their specific agency strategies that will support this initiative.

Attached is the Procurement Instruction Memorandum and MOU which documents the strategies that Treasury's Office of Small Business Development will pursue to increase the participation of WOSB in the Federal marketplace. Many of these strategies are already in place. I ask for your continued support to make this MOU successful.

On behalf of Secretary Rubin and Assistant Secretary Killefer, I want to thank you, in advance, for your support of this initiative.

Attachments



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

Procurement
Instruction
Memorandum
No. 99-8
April 5, 1999

MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

THROUGH: Kevin Boshears, Director *Kevin Boshears*
Office of Small Business Development

FROM: Annelie M. Kuhn, Acting Director *Annelie M. Kuhn*
Office of Procurement

SUBJECT: Treasury/SBA Memorandum of Understanding for Women-Owned
Business Initiatives

The purpose of this Procurement Instruction Memorandum is to provide a copy of the Memorandum of Understanding (MOU) that has been established between the Small Business Administration (SBA) and the Department of the Treasury. This MOU identifies specific strategies Treasury will take to increase the participation of women-owned small businesses in Federal procurement.

Each bureau is asked to support this MOU to the fullest extent possible. The Office of Small Business Development is available to brief your staff on this initiative. Questions may be directed to Kevin Boshears on (202) 622-0376.

Attachment

MEMORANDUM OF UNDERSTANDING

between

THE U.S. DEPARTMENT OF TREASURY

and

THE U.S. SMALL BUSINESS ADMINISTRATION

The U.S. Department of Treasury (Treasury) and the U.S. Small Business Administration (SBA) (the parties) have an interest in increasing the participation of Women-Owned Small Businesses (WOSB) in Federal procurement.

Treasury and SBA support the Federal Acquisition Streamlining Act of 1994 (P.L. 103-355 (FASA)) which established the Government-wide goal for participation by small business concerns owned and controlled by women at not less than 5 percent of the total value of all prime contract and subcontract awards for each fiscal year.

Treasury and SBA agree to work together to use and support to this Memorandum of Understanding (MOU) to support the requirements of FASA.

BACKGROUND

On October 13, 1994, President Clinton signed FASA into law. This landmark legislation established the Government-wide goal for participation by small businesses concerns owned and controlled by women at not less than 5 percent of the total value of all prime contract and subcontract awards for each fiscal year.

FASA created a Government-wide responsibility to meet a minimum 5 percent procurement goal for women, based on the total value of all Federal prime and subcontract awards in each fiscal year. Notwithstanding the Government-wide goal, each agency is required to have an annual goal that presents, for that agency, the maximum practicable opportunity for WOSB to participate in contracts let by the agency. FASA also implicitly challenged large Government prime contractors to form plans to increase subcontracting opportunities to WOSB.

PURPOSE

SBA and Treasury agree to cooperate in this MOU to increase the participation of WOSB in prime and subcontracting opportunities at Treasury. This partnership will maximize the use of Treasury and SBA resources and provide greater program recognition for results achieved.

Treasury and SBA support achievement of the Treasury's FY 1999 small business program performance plan which includes a performance goal to award at least 5 percent of the total dollar value of Treasury contracts and subcontracts to WOSB.

RESPONSIBILITIES

Treasury's Responsibilities In Support of the MOU:

1. Treasury bureaus will appoint a Women's Business Advocate. These advocates will serve as direct liaisons to the women-owned business community and will aggressively encourage their respective bureau procurement office and program office to consider WOSB for all procurement opportunities. They will work to raise the visibility of women-owned businesses in day-to-day procurement activities and will closely monitor their respective bureau's achievement toward the Treasury 5 percent goal.
2. Treasury's Office of Small And Disadvantaged Business Utilization (OSDBU) will develop a non-monetary awards program, with support by SBA, to recognize the buying activity, and the Treasury prime contractor, that are the most successful in promoting and awarding WOSB contracts and subcontracts.
3. Treasury's Secretary will issue a policy statement emphasizing the importance of achieving the 5 percent goal for WOSB to the Nation's economy and equal economic opportunity. Treasury will support this policy statement with additional policy statements if achievement of this goal appears at risk.
4. Treasury will plan "women business enterprise days" throughout the year by hosting at least one Vendor Outreach Session which targets women-owned small businesses. Bureau Women Business Advocates and program representatives will schedule one-on-one meetings with WOSB to discuss procurement opportunities.
5. Treasury will aggressively use SBA's PRO-Net database and its own database, Treasury Contractor Profile Database (TCPD), to match WOSB with Treasury procurement opportunities.
6. Treasury will work closely with SBA's Women's Business Centers throughout the country to provide information on Treasury programs that impact WOSB (e.g., CDFI, Business LINC, etc.).
7. Treasury will request SBA's participation in Treasury OSDBU-sponsored conferences and other outreach activities, as appropriate.

8. Treasury will publish articles which focus on WOSB issues, highlight WOSB success stories, and encourage consideration of WOSB in its Procurement newsletter, "Procurement News - Near and FAR".
9. Treasury will also be proactive in highlighting information on procurement opportunities for WOSB on the Treasury OSDBU web site.
10. Treasury will support the Interagency Committee on Women's Business Enterprise, the National Women's Business Council, and SBA's Women-Owned Business Advocate Working Group in developing and promoting new initiatives, policies, programs, and plans designed to foster women's business enterprise.
11. Treasury will work with SBA to provide greater subcontracting opportunities to WOSB.
12. Treasury will offer training programs for WOSB and Treasury procurement personnel to promote opportunities for WOSB and provide assistance and advice to WOSB on marketing strategies.

SBA's Responsibilities In Support of The WOSB Pilot Program:

1. SBA will provide Treasury with a list, as requested, of 8(a) WOSB in support of streamlined procedures that eliminated SBA's approval of executed contracts under Section 8(a) of the Small Business Act. (15 U.S.C. 644, as amended.)
2. SBA will report to the President and to the Cabinet about the progress of Federal agencies in fostering women's business enterprise in the Federal marketplace and in meeting the 5 percent goal required by FASA. In the report, SBA will include the status of this MOU and Treasury's progress toward the WOSB goal.
3. SBA will offer formal Government and press recognition of this MOU. SBA will coordinate and distribute information announcing Treasury's strategic steps to implement this MOU. In addition, SBA will work with Treasury to develop a non-monetary awards program to recognize the Treasury bureau, and prime contractor, that most successfully promotes and awards WOSB contracts and subcontracts.
4. SBA will link its Internet web site to Treasury's OSDBU web site.
5. SBA will aggressively promote the importance of updating profiles with detailed information to PRO-Net registrants to ensure quality searches.

6. SBA agrees to upgrade ProNet, as necessary, to ensure quality searches.
7. SBA will help Treasury use PRO-Net to identify WOSB with products and services that fill Treasury's procurement needs.
8. SBA will schedule and facilitate annual performance reviews of this MOU with Treasury at the end of each year. These reviews will assess the progress of SBA and Treasury in completing their MOU responsibilities.
9. SBA will support training programs held by Treasury for WOSB, as requested, subject to the availability of funds. Training programs for WOSB will respond to the needs of WOSB, and will, among other things, provide assistance and advice to WOSB on marketing strategies and on doing business with the Federal Government.
10. SBA will support and advise the Women-Owned Business Advocate Working Group, made up of representatives of OSDBUs from various procurement agencies. This Group will meet quarterly to provide a forum for issues pertaining to WOSB.
11. SBA will be a primary resource for Treasury in continuing discussions on how to achieve WOSB goals. The Program Manager for the WOSB Procurement Program will be the primary point of contact from the SBA.
12. SBA, through its Office of Women's Business Ownership, will establish and maintain a list of women's business associations and organizations for Treasury's use, upon request, in disseminating procurement information.

TERM

This MOU is in effect for two years from the date of execution, and may be renewed by written agreement of SBA and Treasury.

TERMINATION

This MOU may be terminated by either party on 30 days written notice to the other party.

RESPONSIBLE OFFICIALS

Each of the parties to this MOU has designated the following officials to be responsible for its implementation:

SBA: Judith A. Roussel
Associate Administrator for Government Contracting
(202) 205-6460

Treasury: Kevin Boshears
Director, Office of Small and Disadvantaged Business Utilization
(202) 622-0376

SIGNATURES

The undersigned parties hereby accept the terms of this MOU:



Robert E. Rubin, Secretary
U.S. Department of Treasury

Date: March 19, 1999



Aida Alvarez, Administrator
U.S. Small Business Administration

Date: MAR 12 1999